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25X1 25X1

17 September 1968

Meeting with [redacted] CIA Records Administrative Officer, 16 September 1968

[redacted] stated that there has been no serious change in Agency policy in the records management field because the present system is very secure and efficient. The problem has been strictly one of neglect on the part of donating components, because of higher priority requirements.

The Records Center [redacted] has a total capacity of 100,000 cubic feet. There are two feet of paper per one safe drawer or 8 cubic feet per safe. During the period 1964-1967 they have destroyed 50,000 cubic feet of paper through negotiations with various offices. Much of this consisted of extra copies. However the Center has been receiving paper from 50 to 75,000 feet during the same period. The average yearly increase now is about 7,000 cubic feet.

[redacted] is the most knowledgeable person on the subject of historical worth of documents but he does not have a free hand to decide this. Great attention is given in the Center to the historical worth of documents. The material designated by operating components for destruction is screened by the Center and anything which appears of historical value is withdrawn for discussion with the originating component. In general, the main function of the Records Center is to service only CIA needs. There is no archivist as such in the Agency and it is a function which the Center has undertaken informally but there is no specific authorization or personnel;the screening of material to be destroyed is done on their own with no specific authorization.

[redacted] was asked to write a paper on the need for CIA archives for permanent storage of documents, not subject to periodic purges.

There are at present about 6,000 cubic feet of material in chronological order which the Center considers would be appropriate for archive status. A major portion of this material consists of OSS files which are still referred to from time to time. There is still a unit in RID which handles all inquiries to the Agency on OSS and only they can request such material from the Records Center.

[redacted] believes that the DDP and Security would be most reluctant to have such files included in Libraries, even though it would be material which no longer had day to day value to the Agency. [redacted] willddetermine just how much OSS material there is, how much it is still referred to, when it will not longer be needed for daily use, and how it could best be put into archives.

There should be some system set up whereby historical documents can be placed in an archive for permanent retention, not subject to periodic purges. Rather than CIA building one, it might be best to put this material in the Presidential Libraries. Papers such as the National Security Council charter directive for covert action (54-12 and later 303) should be thus kept. 25X1 25X1

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[redacted] gave figures on the relative cost of Xerox and micro- 25X1
filming. Microfilm comes to about 1¢ a page. One foot of paper is 2,000 pages or one drawer would be 4,000 pages, thus one drawer would cost $40 to microfilm, including material and service. A duplicate film would cost about $2 to $3 . Microfilm is considered permanent, even though some of the CIA film from 4 or 5 years ago has developed "measles" . After some research it was determined that this was caused by poor processing rather than the film itself. Filming reduces the document about 24 to 1 in size. Consequently since 1964 hard copies have been kept and CIA had not as yet destroyed much hard copy material. The Federal Government has established as policy the storage of hard copies as being the most efficient and economical means of permanent storage. Xerox runs 4 to 5¢ a copy, depending on special prices which can be agreed on for large jobs.

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